



FRANKLIN COUNTY  
PURCHASING DEPARTMENT  
373 South High Street, 25<sup>th</sup> Floor  
Columbus, Ohio 43215

## JOB ANNOUNCEMENT

**POSITION TITLE:** Mail Processor (Bargaining Unit) **PCN:** 022003

**REPORTS TO:** Mail Services Supervisor **P.R.:** A2

**RESPONSIBILITIES:** Collect and sort inter-office and incoming U.S. Mail. Utilize automated sorting machine to sort mail. Deliver mail to County Offices. Drive County vehicle to other County buildings and facilities to collect and deliver mail. Process outgoing mail for delivery by U.S. Postal Service. Weigh and affix postage using automated postage machine. Check metered mail for postage and other errors. Load outgoing mail into trays, hampers and flat tubs for pick-up by U.S. Postal Service. Perform routine cleaning of Department's mail and sorting machines to facilitate proper operation.

**MINIMUM QUALIFICATIONS:** High School diploma or GED with one (1) year experience processing parcels and mail for delivery or any equivalent combination of training and experience. A valid Ohio Driver's License is required.

**STARTING SALARY:** \$11.27/hour, plus a comprehensive benefits package  
120 Day Probationary Period

**DATE POSTED:** Thursday, June 2, 2016

**DEADLINE TO APPLY:** Wednesday, June 15, 2016

If interested, please go to [www.franklincountyohio.gov/commissioners/hr](http://www.franklincountyohio.gov/commissioners/hr) and apply on-line.

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